



MEMORANDUM

TO: Indiana School Administrators, School Counselors, CTE Educators

FROM: Amanda Culhan, Indiana School Counselor Consultant
Matt Fleck, Director, Division of College and Career Preparation

DATE: April 29, 2011

SUBJECT: Indiana Career Explorer Trainings for Middle and High Schools

In support of the *Indiana Career Explorer*, a number of training opportunities (face-to-face and online) are available for school district administrators and middle school and high school counselors, teachers, administrators, and other authorized staff that plan to utilize the system.

Face-to-Face Training Sessions

A face-to-face training session is the most effective way to learn about the *Indiana Career Explorer*. Sessions will be conducted on-site to provide a hands-on learning experience. These three-hour sessions will cover the student component of the system, as well as the administrative database management system in-depth. Attendees will receive a Quick Reference Guide and be directed to additional, electronic training resources online. Upcoming sessions are listed below; register soon as space is limited. These sessions are being conducted by BCForward and Kuder, Inc on behalf of the Department of Education.

Date & Time	Location	Get Registered Today
Session 1: Monday, May 9 9:00 a.m. – Noon (EDT)	Vincennes University, New Classroom #106 1002 N. First Street, Vincennes, IN 47591	Register Here!
Session 2: Monday, May 9 1:00 – 4:00 p.m. (EDT)	Vincennes University, New Classroom #106 1002 N. First Street, Vincennes, IN 47591	Register Here!
Session 3: Tuesday, May 10 9:00 a.m. – Noon (EDT)	Ivy Tech Community College – Northeast, Room #1740 3800 N. Anthony Boulevard, Fort Wayne, IN 46805	Register Here!
Session 4: Tuesday, May 10 1:00 – 4:00 p.m. (EDT)	Ivy Tech Community College Northeast, Room #1740 3800 N. Anthony Boulevard, Fort Wayne, IN 46805	Register Here!
Session 5: Wednesday, May 11 9:00 a.m. – Noon (EDT)	Harrison College – Lafayette, Room #103 4705 Meijer Court, Lafayette, IN 47905	Register Here!
Session 6: Wednesday, May 11 1:00 – 4:00 p.m. (EDT)	Harrison College – Lafayette, Room #103 4705 Meijer Court, Lafayette, IN 47905	Register Here!
Session 7: Thursday, May 12 9:00 a.m. – Noon (EDT)	Harrison College – Indianapolis 6300 Technology Center Dr., Indianapolis, IN 46278	Register Here!
Session 8: Thursday, May 12 1:00 – 4:00 p.m. (EDT)	Harrison College – Indianapolis 550 East Washington Street, Indianapolis, IN 46204	Register Here!

Online Webinar Training Sessions

Opportunities to participate in an online training session on the *Indiana Career Explorer* are also available. These shorter, one-hour sessions will cover the student component of the system as well as the administrative database management system. Attendees will be directed to electronic training resources available online. Register for a webinar using the links below.

Date	Time	Get Registered Today
Thursday, May 5	11:00 a.m. – Noon (EDT)	Register Here
Monday, May 16	3:00 – 4:00 p.m. (EDT)	Register Here
Wednesday, May 18	10:00 – 11:00 a.m. (EDT)	Register Here
Tuesday, May 24	10:00 – 11:00 a.m. (EDT)	Register Here
Thursday, May 26	2:00 – 3:00 p.m. (EDT)	Register Here
Tuesday, May 31	3:00 – 4:00 p.m. (EDT)	Register Here
Thursday, June 2	11:00 – Noon (EDT)	Register Here

Upcoming sessions are listed above, but one-on-one online training and support is available from the Kuder Customer Support Team (Monday – Friday, 7:00 a.m. to 5:00 p.m. at 877.999.6227 or support@kuder.com).